

# GENERIC RISK ASSESSMENT

## **Traffic Management**

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## 1. Introduction

The Health and Safety at Work Act, 1974 places the following duty on employers:

*“to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees whilst at work”, and;*

*“to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected by his/her work, are not exposed to risks to their health or safety”.*

In order to comply with this duty, an employer must assess the risks his employees and non- employees are exposed to by their work activities. The requirement is not new, but has been implied in legislation since 1974.

More recently, the duty to undertake risk assessments was made explicit in Regulation 3 of the Management of Health and Safety at Work Regulations 1999. This regulation requires that:

*“Every employer shall make a suitable and sufficient assessment of:*

- *the risk to the health and safety of his employees to which they are exposed whilst they are at work; and*
- *the risks to the health and safety of persons not in his employment arising out of, or in connection with, the conduct by him of his undertaking”* e.g. pupils, parents, visitors, contractors etc.

The Management regulations therefore require a general risk assessment of all risks in the workplace. They require employers to look at all hazards and assess them accordingly.

### **Other Relevant Legislation**

The following pieces of legislation also require risk assessment of specific hazards (list not exhaustive):

- The Control of Asbestos Regulations 2012
- The Control of Substances Hazardous to Health Regulations 2002
- The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)
- The Manual Handling Operations Regulations 1992 (as amended 2002)
- The Control of Noise at Work Regulations 2005
- The Personal Protective Equipment at Work Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Regulatory Reform (Fire Safety) Order 2005

Where the general risk assessment required under the Management of Health and Safety of Work Regulations identifies a risk from a hazard which is legislated for specifically by one of the above sets of Regulations, then an assessment should be carried out in accordance with the specific Regulations.

For example, whilst carrying out a general risk assessment in a workplace, it becomes obvious that persons are being subjected to risks from manual handling activities. Such activities will require to be assessed in accordance with the Manual Handling Operations Regulations 1992 (amended 2002).

## 2. What is a Risk Assessment?

A risk assessment is nothing more than a careful examination of a workplace and the activities which take place there, in order to identify what could cause harm to the people who work there or visit i.e. pupils, parents, contractors and other visitors, estimating the likelihood of the harm occurring and checking to ensure whether or not sufficient precautions are being taken to prevent that harm being realised.

The aim of the assessment is to ensure that no one gets hurt or becomes ill. It makes perfect sense therefore, irrespective of the statutory duty, to carry out risk assessments in order to reduce accident rates and lost time injuries.

Assessment of risk is about identifying problems or potential problems and initiating arrangements to prevent harm or injury arising.

The terminology used in risk assessment is simple. It is, however, important that assessors understand it:

**Hazard:** Something with the potential to cause harm to persons or property. For example, slippery floors, working with ladders, wood dust, individuals e.g. pupils with behavioural problems

**Risk:** The chances or likelihood of the harm occurring. For example, someone slipping on the floor, falling from the ladder, breathing in fine wood dust, being injured by the individual pupil or the pupil injuring themselves. Take specific care to identify those who may be particularly at risk from a hazard, i.e. asthmatics, those with existing back injuries, employees of childbearing age etc. Risk also takes into account the potential severity of the injury i.e. there may be a low probability of someone falling from a ladder but if they do the injuries could be extremely severe.

**Control Measure** What is done to prevent the harm occurring, e.g. replacing a slippery floor with slip-resistant flooring, training the user in ladder safety, introducing dust extraction or supplying dust masks, training staff in Team Teach, diffusion techniques and other calming/reasoning strategies.

It is a requirement of the legislation that all significant risks be recorded.

Although the Head teacher or Health and Safety Coordinator will be responsible for coordinating the completion of risk assessments, all staff within school should be involved in the risk assessment process. Risk assessments should be reviewed at least annually, or sooner, should circumstances change significantly.

## 3. Your guide to the pack and how to use it

These generic or general risk assessments have been written on the basis of equipment, processes, and activities that are associated with work within a typical Secondary school D&T department environment.

These assessments need to be considered within the context of your own particular working environment before you consider adopting them as your own.

Section 4 provides you with a basic framework that is designed to help you in 'undertaking risk assessment' and Figure 1 provides you with a completed example of a risk assessment showing how additional notes may be inserted or crossed out in order for the assessment to take into account site specific information.

## 4. The risk assessment process - undertaking the assessment yourself

### **Look for the hazards**

Walk around your workplace and consider what could reasonably be expected to cause harm. Ignore the trivial and concentrate only on significant hazards. Consult with colleagues who also use the area and ask what they think. Manufacturer's instructions or data sheets, accident, 'near miss', and ill health records can also help you to spot hazards.

### **Decide who might be at risk**

Think about people who use the workplace. (Staff, pupils, adults other than teachers and those who do not use it all the time e.g. visitors etc.). Include people who share your workplace. Also include those who may be particularly at risk from certain hazards i.e. pregnant women and those with existing back problems – manual handling etc.

### **Assess the level of risk**

You will need to establish the level of risk posed by a particular hazard or hazardous operation giving it a rating of High, Medium or Low risk. Most situations covered by the generic assessments are likely to be classed as having a High or Medium risk. See *Fig 2* for further details.

### **Evaluate the risk arising from the hazards**

Evaluate the risk arising from the hazards and decide whether existing precautions are adequate or more should be done. Consider whether you have done all the things that regulations require e.g. issue of emergency procedures. If the risk cannot be removed completely then consider how the risk can be controlled so that harm is unlikely. If other employees share the work place then they must be told about the risks that the work or activity could cause them and what precautions you are taking e.g. ground maintenance contractors.

### **Record your findings**

You must record the significant findings of your assessment. *Fig 1* shows a typical completed risk assessment. It may not be appropriate to fulfil all the generic control measures, in which case those measures considered not to be appropriate should be crossed through and initialled or deleted from the electronic version before printing out.

## 5. Establishing the Level of Risk

### Severity of the hazard

Severity of hazard	Value
CATASTROPHIC - imminent danger exists leading to death or large scale illness	1
CRITICAL - hazard can result in serious injury	2
MARGINAL - hazard can cause injury or illness not expected to be serious	3
NEGLIGIBLE - will not result in injury or illness	4

### Probability of the hazard

Probability of the hazard	Value
PROBABLE - likely to occur immediately	1
REASONABLY PROBABLE - probably will occur sometime	2
REMOTE - may occur sometime	3
EXTREMELY REMOTE - unlikely to occur	4

### Level of risk

To establish a Risk Rating multiply the "Probability" rating value by the "Severity" rating value using the table below to identify if any further action is required:

		Severity			
Probability		<i>Catastrophic</i>	<i>Critical</i>	<i>Marginal</i>	<i>Negligible</i>
	<i>Probable</i>	1	2	3	4
	<i>Reasonably Probable</i>	2	4	6	8
	<i>Remote</i>	3	6	9	12
Action levels		How the risk should be managed			
1-4	<b>High Risk</b>	<i>Stop activity and make immediate improvements.</i>			
5-11	<b>Medium Risk</b>	<i>Identify controls needed &amp; set timescale for improvement.</i>			
12-16	<b>Low Risk</b>	<i>No further action, but ensure controls are maintained and reviewed at next review date.</i>			

For any hazard identified as significant or unacceptable i.e. high risk, further controls need to be identified. If the risk is unacceptable you may need to implement short term measures to reduce or eliminate the risk for the time being while longer term measures are considered, e.g. you may need to stop the activity for a short time. The tables above should then be used to reassess the residual risk after further control measures are taken.

## 6. GENERIC RISK ASSESSMENT

### Traffic management at SVS

Location: Roads outside of the school				Distribution: H&S committee		Assessor: M. Keijser	
Activity: Vehicle parking				Date of Review: August 2021		Next Review Date: August 2022	
Hazard	Risk	Individuals at risk	Risk Low Medium High	Control Measures (Current)	Control Measures (Additional – Proposed)	Residual Risk Rating Low, Med, High	
<p><b>Vehicles illegally parked outside school near the roundabout and on clearings</b></p> <p>Obscured view</p> <p>Access restricted/blocked</p>	<p>Death or major injury to pedestrian</p>	<p>Parents, pupils, staff, public</p>	<p><b>High</b></p>	<ul style="list-style-type: none"> <li>• Cooperation of parents e.g. continued information, regular correspondence with parents reminding them not to park at illegally.</li> <li>• Traffic cones are placed to prevent illegal parking in zones where cars can get up on pedestrian walkways.</li> <li>• Parents are encouraged to use the drop off and pick up facilities.</li> <li>• School traffic management in place to address drivers that illegally park.</li> <li>• Clearly marked parking spaces.</li> <li>• Reporting repeat offenders to the police through the Dubai police app.</li> <li>• Addressing parents that park outside, to use the drop off and pick up facilities.</li> <li>• Vehicles are not allowed to wait in front of the school.</li> <li>• Small area near north gate blocked off.</li> </ul>	<p>Encourage the guards to address road users.</p>	<p><b>Low</b></p>	



Location: Drop off zones				Distribution: H&S committee		Assessor: M. Keijser	
Activity: Mobile phone use				Date of Review: August 2021		Next Review Date: August 2022	
Hazard	Risk	Individuals at risk	Risk Low Medium High	Control Measures (Current)		Control Measures (Additional – Proposed)	Residual Risk Rating Low, Med, High
<b>Phone use in drop off zone</b>	Death or major injury to pedestrian	Parents, pupils, staff, public	<b>High</b>	<ul style="list-style-type: none"> <li>Addressing parents that enter the gate whilst on their phone.</li> <li>Any parent on their phone is not allowed to drive on until they have hung up the phone.</li> </ul>		Continue to encourage guards to keep an eye out for drivers who use their mobiles.	<b>Low</b>

Location: Inside cars and school busses				Distribution: H&S committee		Assessor: M. Keijser	
Activity: Transportation to and from the school				Date of Review: August 2021		Next Review Date: August 2022	
Hazard	Risk	Individuals at risk	Risk Low Medium High	Control Measures (Current)		Control Measures (Additional – Proposed)	Residual Risk Rating Low, Med, High
<b>Children not buckled in.</b>	Death or major injury to child	Pupils leaving the school by bus and car.	<b>High</b>	<ul style="list-style-type: none"> <li>Busses are CCTV monitored.</li> <li>CCTV is monitored each week by the operations manager.</li> <li>Bus nannies log any behaviour issues such as not wanting to wear seatbelt in a log.</li> </ul>		We need two additional staff members in the pick up zone in the afternoon to monitor for seatbelts and general safety. This cannot be implemented due to lack of staff.	<b>Low</b>

Location: Roads outside of the entry gates				Distribution: H&S committee		Assessor: M. Keijser	
Activity: Exiting the school				Date of Review: August 2021		Next Review Date: August 2022	
Hazard	Risk	Individuals at risk	Risk Low Medium High	Control Measures (Current)		Control Measures (Additional – Proposed)	Residual Risk Rating Low, Med, High
<b>Unattended children running into path of vehicles.</b>	Death or major injury to child	Pupils	<b>High</b>	<ul style="list-style-type: none"> <li>• Gates are closed during the day</li> <li>• Drop off and pick up procedure in place and staff, parents and pupils are aware of the procedures.</li> <li>• Gates are monitored during drop off to ensure young children don't run into the road unattended.</li> <li>• Barriers are place outside of the pedestrian exit to prevent children from walking into the road.</li> <li>• Parents and children are reminded on a day to day basis not to cross the roads where there is no pedestrian crossing.</li> <li>• Lolly pop men are deployed in key locations around the school.</li> <li>• Bicycling is not allowed inside the drop off zones.</li> <li>• The north gate exit point has a lollypop man as traffic crosses the pedestrian walkway and the boundary wall is obstructing view.</li> <li>• The curbs in front of the school have been adjusted to allow people with prams to properly use the pedestrian walkways.</li> <li>•</li> </ul>		staff that are at pick up area	<b>Low</b>

Location: Roads around the school				Distribution: H&S committee	Assessor: M. Keijser	
Activity: Vehicle parking				Date of Review: August 2021	Next Review Date: August 2022	
Hazard	Risk	Individuals at risk	Risk Low Medium High	Control Measures (Current)	Control Measures (Additional – Proposed)	Residual Risk Rating Low, Med, High
<b>Reversing vehicles</b>	Death or major injury to pedestrian, damage to building or other vehicle	Parents, pupils, staff, public	<b>High</b>	<ul style="list-style-type: none"> <li>• Pedestrian walkways are blocked by cones preventing cars to reverse park into pedestrian walkways.</li> <li>• Clearly marked parking spaces.</li> <li>• Parents and children are addressed to only walk on pedestrian walkways.</li> </ul>		<b>Low</b>

Location: Roads around the school				Distribution: H&S committee	Assessor: M. Keijser	
Activity: Driving around the school				Date of Review: August 2021	Next Review Date: August 2022	
Hazard	Risk	Individuals at risk	Risk Low Medium High	Control Measures (Current)	Control Measures (Additional – Proposed)	Residual Risk Rating Low, Med, High
<b>Speeding vehicles</b>	Death or major injury to pedestrian, damage to building or other vehicle	Parents, pupils, staff, public	<b>High</b>	<ul style="list-style-type: none"> <li>• Speed barriers installed on the road in front of the school.</li> <li>• Traffic managers are posted near blind corners and zebra crossings.</li> <li>• Pedestrian routes clearly indicated</li> <li>• Clear rules for parents and regular site users regarding entry to the school grounds with vehicles which is monitored by traffic managers.</li> <li>• Vehicles are only allowed to turn right to ensure smooth flow of traffic.</li> <li>• Flashing sign is placed in front of the school.</li> <li>• Speed signs are placed around the school.</li> <li>• Offenders are continuously address by school staff.</li> <li>• All staff working as traffic managers need to wear high vis jackets.</li> <li>• Four speed barriers installed in the drop off zone.</li> <li>• Lolly pop men are placed on pedestrian crossing north gate and in general in the afternoon.</li> <li>• Introduced a one-way road in front of the school.</li> <li>• Signage changed in the gate from 15 to 10 km per hour.</li> </ul>	Install digital speed monitor in the roads around the school. (requested with Emaar still waiting on delivery)	<b>Low</b>